

## **PRIVACY POLICY**

### **Purpose of Privacy Policy:**

This Site is owned by Paul Brayton Designs. This Privacy Policy is designed to inform you of how this Site collects, uses, and discloses the information you provide via this Site. By using this Site, you acknowledge that you agree to the terms of this Privacy Policy and the Terms of Use. Do not use this Site if you do not agree to this Privacy Policy and the Terms of Use.

### **What our Privacy Policy Covers:**

This Privacy Policy pertains to this Site and all sites belonging to Paul Brayton Designs although this Site may provide you with links to other websites, those websites are not covered by this Privacy Policy even though those sites may be owned by business partners of or service providers to Paul Brayton Designs. Paul Brayton Designs strongly encourages you to read the privacy policy of every website you visit, including those websites to which this Site provides links. Whenever you visit any other website from this Site, you alone are responsible for any communication you may have with that site.

### **Information Collection - Passive:**

This Site uses various technologies to passively collect information from you while you are visiting (that is, you do not actively provide this information). Such technologies allow the Site to collect a range of information, including your Internet Protocol (IP) address (a unique identifier automatically assigned to your computer when logging onto the Internet), the type of Web browser and operating system you use, the date and time you visit the Site, the specific pages you visit on the Site, session identifiers assigned to your visit and the address of the website you visited before coming to this Site – all of which are non-personally identifiable information. We typically use such passively collected information for a variety of purposes, such as to administer the Site, customize the Site to your preferences, and compile aggregated statistics for marketing and research purposes. We reserve the unrestricted right to use this passively collected, non-personally identifiable

information, including, but not limited to, selling, leasing, permitting access to, or otherwise transferring it to our affiliates, business partners, advertisers, dealers, and other third parties.

**Information Collection – Active:**

Certain areas of this Site may ask or require you to provide certain kinds of information, including personally identifiable information, such as full name, address, phone number, e-mail address, etc. The Site usually will indicate which information is required and which information is optional at the information collection area in question. By providing data via an active information collection point on this Site, you specifically consent to the collection, use, and dissemination of such data in accordance with this Privacy Policy.

**Data Policy:**

Our policy is to only store data which is relevant and needed to complete business transactions with our clients, customers and suppliers, providing transaction history for a period of time relevant to that business, some data may be required to be held longer than others for legal, insurance or employment records. We will not supply any data to third parties ( other than for the delivery of goods where address & contact details will need to be issued to a nominated courier in order to fulfill orders placed ), the data we collect is to be solely used for the purposes of business transactions between ourselves, our customers and our suppliers. We will store data only relevant to the purpose of doing business,

this will include contact names, addresses, email addresses, telephone numbers and other information freely issued by you in order to communicate on matters of business, we will not issue any of these details to any third party other than for legal reasons if requested by a relevant legal body or Government entity.

We will cease making contact with you on your instruction immediately if you choose to decline us the right to stay in touch and delete any historical

information, other than that which we are required to keep for reasons of insurance or law. We will aim to complete all deletion of agreed records within one Month of being notified. If you wish to decline us the right to stay in touch and have any personal details (in accordance with the above statement) deleted, please contact us at: [request@paulbraytondesigns.com](mailto:request@paulbraytondesigns.com)

**E-Mail Delivery:**

The Site may ask you to provide your e-mail address so that you can receive e-mail newsletters, alerts, or reminders about us and other topics of interest. If you no longer wish to receive such e-mails, please follow the “unsubscribe” instructions included in such e-mails or contact us at: [requests@paulbraytondesigns.com](mailto:requests@paulbraytondesigns.com)

**Information Maintenance:**

We take reasonable measures to ensure that personally identifiable information that we collect from you via this Site is accurate, current, complete, and reliable for its intended uses. If you wish to update or otherwise correct personally identifiable information you have provided to us, please contact us with correct information by sending an email with correction to: [requests@paulbraytondesigns.com](mailto:requests@paulbraytondesigns.com)

**Protection of Information:**

Although we take steps to protect personally identifiable information you provide via this Site from loss, misuse, or unauthorized alteration, this and any web site is dependent upon mechanical and technological processes that are not 100% secure or error-free. Therefore, while we make conscientious and reasonable efforts to prevent compromise of our policy, we do not, and cannot, guarantee the security or accuracy of the information we collect via this Site, and you acknowledge that you are assuming the risk in transmitting any information to us.

**CHANGES TO THIS POLICY:**

This Privacy Policy was last revised on January 1, 2024.